AO TAWHITI UNLIMITED DISCOVERY

MINUTES of the meeting of the Board of Trustees

21 February 2017 5.30pm at the Unlimited Campus

Meeting opens 1730

1. **ADMINISTRATION**
   - 1.1. **Welcome** Whakataukī and waiata
   - 1.2. **Present** Andrew Dean, Kay Hayes, Suze Keys (Chair), Josiah Morgan, Steven Mustor (Director), John Schischka
   - 1.3. **In attendance** Jacinta Buist (Board Secretary), Matthew Parrett until 1930
   - 1.4. **Apologies** Evan Kidd, Tim McKay, Bee Nicholls
   - 1.5. **Registration of interest** No interests to declare
   - 1.6. **Confirmation of consent agenda**
     - 1.6.1. **Prior minutes** 24 January 2017 – *attached*
       Minutes approved with the following change to s2.2 which should read "2017 board meeting dates are set for approximately week 4 and **9** of each term ", not "week 4 and **8**".
     - 1.6.2. **Correspondence** – *attached*
     - 1.6.3. **Student trustee report** (Josiah) – *attached*
     - 1.6.4. **Director's report** (Steven) – *x5 attached*
     - 1.6.5. **Finance report** (Evan) – *x2 Dec16 & Jan17 attached*
     - 1.6.6. **Health & Safety report** (Kay) – *included in Director's report*
     - 1.6.7. **Status reports**
       a) **Karla Paul & Belinda Nicholls resignation** (Suze) – *attached*
       b) **Teacher Registration Status** (Steven) – *included in Director's report*

MOTION Moved Chair
The consent agenda of the Board of Trustees having been circulated, be approved as true and correct.

Carried

2 **DISCUSSION**

2.1 NAG 1 Curriculum and student achievement (Suze) – *attached*

The board discussion centred around what curriculum and student achievement looks like at our special character school; student NCEA results; checking the school is covering all NAG points plus has policies in place for these. Areas of the curriculum the school is unable to provide are offered through Te Aho o Te Kura Pounamu - The Correspondence School. Additional resourcing this year is in place to provide career education for Years 7 to 10 and consult with our Māori community. Both these areas require improvement.

Noted the NCEA data does not capture how close many students are to obtaining qualifications or reflect achievement students are able to gain in other areas as part of our special character.

2.2 Policy review – *attached*

2.2.1 Curriculum Policy (Suze) – *x2 attached*

Discussion on the policy noted that it covered the NZ curriculum and not the school's curriculum. The special character and core values are not outlined at curriculum level however are covered in other areas and it was not felt necessary these be in the policy. The Director reported on how the curriculum policy is implemented and notes that improvements are required in areas of the health and Māori curriculum plus curriculum review.

MOTION Moved Chair
Approve the Curriculum Delivery Policy with the following minor changes

- *Point 6 –to reflect board approval required for any significant changes to expenditure including reductions.*
- *Review – add triennially*

Carried

2.2.2 Finance and Property Management Policy (Evan) – *deferred from Jan – x6 attached*
The board had a thorough look at the policies with minor edits made online during the meeting. Noted the Director's current delegation is if it is in the budget this will have Director sign off. If not in budget, this is taken to the finance committee.

MOTION Moved Kay Seconded John
Approve the Finance and Property Policies including the following edits with specific direction for the finance committee to follow procedures from the Ministry of Education's Financial Information for Schools Handbook (FISH).

ACTION** Minor edits done at the meeting or requiring futher work by the finance committee. -* ***Evan

- *Check numbering of all policies*
- *Policy 4.0 Financial condition: minor changes with point 10 requiring Evan's expertise for dollar value edits; point 5 – all money owed to the school is collected in a timely manner*
- *Policy 4.01 Financial planning: minor changes; check FISH document and GAAP are included*
- *Policy 4.02 Theft and fraud prevention: minor changes including adding review schedule; confirmed aimed at adults however also provdes guidance when an event occurs involving students*
- *Policy 4.03 Resource management: the list at the base of the page requires rewording as some may not be relevant, check FISH; add review schedule*
- *Policy 4.04 Asset protection: generated board discussion around fundraising which requires procedures to be followed for transparency and accountability*
- *Policey 4.05 or 4.7 School Donations: requires updating review comments to annually*

Carried

2.3 Charter (Suze) – *shared in Basecamp & attached*
The board discussed at length the charter and the Director noted that it may be a challenge to deliver some of the items in 2017 and they may carry over to 2018.

MOTION Moved Andrew Seconded John
Approve the draft charter with minor rewording of the following sections by the Director. The charter can then be put on basecamp before sending to the community and Ministry by 1 March 2017 (due date).

- *Community Engagement - feedback to reflect intent while maintaining integrity of docment*
- *Parent and whānau engagement - to reflect clarity around which community*
- *Light the fuse – check if some text is in the best section and worded the best including comments on communciation; move some text to 'Retuning home' section.*

Carried

2.4 A&P Show (marketing) (Steven/Edith) – *included in Director's report*
The idea of a presence at the show was well received by the board and noted that last year a budget was developed as part of the marketing plan so any financial costs would go through this and the finance sub committee.

2.5 Community event/celebration (Suze) "Event" from triennial plan
Planning is underway for an event with a blessing of our new site on Thursday 6 April in conjunction with the Minister and Ministry of Education.

ACTION Confrm arrangements and budget ramifications with Basecamp updates. – **Steven**

3 IN COMMITTEE - PUBLIC EXCLUDED
MOTION Moved Chair
The meeting move into Public Excluded Session for reasons of legal and professional privilege and to protect the privacy of natural persons. Items to be discussed include students, personnel, finance and property.

Carried

CHAIR Moved Chair
The meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

Carried

4 **BOARD COMMUNICATION**
ACTION Send board profiles and photos for inclusion into the newsletter by Fri 3pm – **all board members**
ACTION Update community on recent board changes - **Suze**
ACTION Set up a Basecamp roster of board members to write inserts for the newsletter - **Suze**

5 **DATE OF NEXT MEETINGS** (Weeks 4 and 9 of term) 23 May, 27 Jun, 15 Aug, 19 Sep, 21 Nov and 19 Dec

6 **EVALUATION** – Link sent by Board Chair

Meeting closed 2105

Approved	**Name (Signature)**	**Date**
Suze Keys	S R Keys	3/4/17